

**ASSISTANT CHIEF OF SPECIAL SERVICES  
STUDY GUIDE**

A written examination for the class of **ASSISTANT CHIEF OF SPECIAL SERVICES** to be administered in **BATON ROUGE** on **JANUARY 5, 2017**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FIRE SERVICE MANAGEMENT</b>  Knowledge of the principles of effective fire service management, involving planning, organizing, and directing operations of the special services division; personnel management; financial management; training; and public relations duties.	24.0%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, format, and control; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports and correspondence.	10.0%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	28.0%
<b>GENERAL BUILDING MAINTENANCE</b>  Knowledge of the tools and equipment necessary to install, perform maintenance and make general repairs to station and grounds; heating and air conditioning systems; plumbing systems; and electrical systems.	17.0%
<b>MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES</b>  Knowledge of the management, maintenance, and purchasing of equipment, property, and supplies, including inventory control, and the preparation of specifications on new equipment for public bids, and verifying that equipment is tested and meets applicable standards.	10.0%

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>INSPECTION, MAINTENANCE, TESTING, AND REPAIR OF APPARATUS AND PORTABLE EQUIPMENT</b>  Knowledge of apparatus and portable equipment, tools, and accessories commonly carried on fire apparatus sufficient to perform maintenance and repairs, including self-contained breathing apparatus, nozzles and nozzle assemblies, fire hose and hose coupling, ground ladders, lighting equipment, and verifying that equipment is tested and meets applicable standards.	11.0%

### **REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.  
**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):**  
**Respiratory Protection for Fire and Emergency Services**, 1st ed., 2002.  
**Chief Officer**, 2nd ed., 2004.

**MANAGING FIRE AND RESCUE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.  
**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.**

**MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.**

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.